

How Do I Kinship Care (Voluntary and Court Ordered)

Non-Court Ordered/Voluntary Kinship Care Placements:

Non-Court Ordered/Voluntary kinship care placements are always entered into a kinship case in which the child in the kinship care placement is the reference person. These placements are never entered into the birth family's CPS Family or Juvenile Justice case.

Court Ordered Kinship Care Placements:

Court ordered kinship care placement are always entered into the CPS Family or Juvenile Justice case of the child's biological family. Never enter these placements in a separate Kinship Care case with the child as the reference person. Court ordered kinship care placements do not include placements made per a guardianship order under WI Stat s 48.977 if the case does not remain open with the county agency for services (other than payment and annual kinship reassessment) and the county agency is not named as the legally responsible agency in the court order.

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name
ID: 20997 Prefix: First Name: Angel MI: Last Name: Abby Suffix: Save as AKA

Basic
Gender: Female ☐ U.S. Citizen SSN: 431-55-8512
Birth Date: 03/26/1999 Birth Place: Death Date: 00/00/0000
Commitment#: - County Person ID:

Wisconsin Resident: Yes Primary Language: English
Religion: ☐ Interpreter Required
Marital Status:

Ethnicity
Primary Race: White Race: Race: Ethnicity: Indian Tribe: Tribal Reference #:
Hispanic/Latino: No Indian Tribe 2:

Save Close

Person Management Page (Voluntary)

Step 1 of 5

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.

How Do I Kinship Care (Voluntary and Court Ordered)

- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted No **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

Save Close

Person Management Page>Additional Tab (Voluntary)

Step 2 of 5

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.

How Do I Kinship Care (Voluntary and Court Ordered)

- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Amy

Case Participants

- Shirley Vincent, Grandparent
- Angel Abby, Reference Person

Create Close

Done Local intranet

Create Casework Page (Voluntary)

Step 3 of 5

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Kinship Care (Voluntary and Court Ordered)

The screenshot shows the 'Placements and Services' page in the eWiSACWIS system, accessed via Microsoft Internet Explorer. The page title is 'Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The eWiSACWIS logo is at the top left, and navigation links for Print, Spell Check, and Help are at the top right. The 'Child' tab is selected, showing 'Child: Abby, Angel', 'Case Name: Abby, Art', and 'Request Number:'. Below this, the 'Service' and 'Provider' tabs are visible, with 'Service' being the active tab. The 'Placement Begin' section contains the following fields and values: 'Placement Begin Date' (04/12/2004), 'Placement End Date' (00/00/0000), 'Date Removed from his/her home' (04/12/2004), 'Estimated End Date' (00/00/0000), 'VPA Date' (00/00/0000), 'County' (Milwaukee), 'Service Category' (Kinship Care), 'Service Type' (Kinship Care Provider - No Court Order), and 'Placement Status' (Kinship Care - Voluntary). There are also checkboxes for 'This is a CPS Non-Conforming Placement', 'This is an Adoptive Placement', 'Does the agency have legal responsibility of the child at the time of removal?' (Yes, No, N/A), 'This Placement is the result of a transfer', 'This is an Emergency Situation', and 'After Hours Placement'. Financial fields include 'Child Specific Rate' (\$0.00), 'Current Basic Rate', 'Administrative Fee' (\$0.00), 'Exceptional Amount' (\$0.00), 'Supplemental Points' (with a link to 'Supplemental Points'), 'Supplemental Points Amount' (\$0.00), and 'Current Total Monthly Payment'. At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

Placements and Services Page>Service Tab (Voluntary)

Step 4 of 5

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the appropriate date in the Placement Begin Date field.
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Next enter the appropriate Service Type, **Kinship Care Provider – No Court Order**.
- In the Placement Status field choose **Kinship Care – Voluntary**.
- Notice that because you selected the appropriate Service Category and Type (Kinship Care Provider – No Court Order), and Placement Status (Voluntary) the Date Removed from his/her home field and the Child Removal from Home Reasons fields are disabled.

How Do I Kinship Care (Voluntary and Court Ordered)

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☒ Yes ☐ No ☐ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Child Removal From Home Information

Manner: **Primary Caretaker:**

Caretaker Structure: **Secondary Caretaker:**

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☒ Yes ☐ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (Voluntary) (continued)

Step 4 of 5

- Select appropriate values for the KIDS Referral information.

How Do I Kinship Care (Voluntary and Court Ordered)

The screenshot shows the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the eWiSACWIS logo and navigation links for Print, Spell Check, and Help. The main content area is divided into tabs: "Child" and "Provider". The "Provider" tab is active, showing "Provider Information" and "Kinship Care" sections. The "Provider Information" section displays details for "Sally Safety" (ID: 20190) with fields for C/O, Street, City, Phone, Email, Apt, State, Zip, and Country. The "Kinship Care" section includes a "Parent Agency" dropdown set to "Sally Safety", a "Target Pop" dropdown set to "Voluntary Placement", and a "Relationship of Child to Kinship Provider" dropdown set to "First Cousin/Second Cousin". There is an "Override Parent Agency rule" checkbox. At the bottom, there is an "Options" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Local intranet".

Placements and Services Page>Provider Tab (Voluntary)

Step 5 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the value of "Voluntary Placement".
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

How Do I Kinship Care (Voluntary and Court Ordered)

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name

ID: 20997 Prefix: [] First Name: [Angel] MI: [] Last Name: [Abby] Suffix: [] ☐ Save as AKA

Basic

Gender: [Female] ☐ U.S. Citizen SSN: [431-55-8512]

Birth Date: [03/26/1999] Birth Place: [] Death Date: [00/00/0000]

Commitment#: - County Person ID: []

Wisconsin Resident: [Yes] Primary Language: [English]

Religion: [] ☐ Interpreter Required

Marital Status: []

Ethnicity

Primary Race: [White] Race: []

Race: [] Ethnicity: []

Hispanic/Latino: [No] Indian Tribe: []

Indian Tribe 2: [] Tribal Reference #: []

Save Close

Person Management Page (Court-Ordered)

Step 1 of 7

- Before you can create the Out of Home Placement, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

How Do I Kinship Care (Voluntary and Court Ordered)

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status:

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted No **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab (Court-Ordered)

Step 2 of 7

- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

How Do I Kinship Care (Voluntary and Court Ordered)

The screenshot shows the 'Create Case Work' interface in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The application is titled 'eWiSACWIS' and includes a top navigation bar with 'Print', 'Spell Check', and 'Help' options. The main content area is divided into two sections: 'Create Case Items' and 'Cases'.

Create Case Items: This section contains a list of casework categories, each with a corresponding icon and a dropdown menu. The categories are: Administration, Adoption, Assessment, Education, Eligibility, Family Assessment, Legal, Medical/Mental Health, Narrative, Ongoing Services, Payment, Placement, Planning, Safety Assessment, Safety Services, and Strengths and Needs. The 'Placement' dropdown menu is currently selected, showing 'Out of Home Placement'.

Cases: This section displays a list of cases, including: Abby, Art; Aiden, Fred; Allen, Sarah; Altman, Simon; Appleton, Claire; Ash, Anna; ATestOne, One; ATestTwo, One; Brinks, Becky; and Brooks, Brenda.

Case Participants: This section displays a list of participants, including: Alice Abby, Reference Person; Amy Abby, Biological Child; Angel Abby, Biological Child (highlighted); Art Abby, Father; Annabel Abby, Biological Child; Simon Abby, Biological Child; and Caitlin Cake, Non-Relative.

At the bottom right of the main content area, there are two buttons: 'Create' and 'Close'. The status bar at the bottom of the browser window shows 'Done' and 'Local intranet'.

Create Casework Page (Court-Ordered)

Step 3 of 7

- From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create

How Do I Kinship Care (Voluntary and Court Ordered)

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service Provider

Placement Begin

Placement Begin Date: 04/12/2004 Placement End Date: 00/00/0000

Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000

VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement

☐ This is an Adoptive Placement

[Removal Reasons](#)

Does the agency have legal responsibility of the child at the time of removal?

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Service Category: Kinship Care

Service Type: Kinship Care Provider - CHPS

Placement Status: Kinship Care - Court-Ordered

Child Specific Rate: \$0.00

Current Basic Rate: \$0.00

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Options: [Dropdown] [Go]

Save Close

Done Local intranet

Placements and Services Page>Service Tab (Court-Ordered)

Step 4 of 7

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page. Enter the appropriate date in the Placement Begin Date field.
- **If this placement is converting a voluntary kinship care placement to a court ordered kinship placement take great care to ensure the placement dates do not overlap thus causing an overpayment. The start date of the court ordered placement must be at least one day after the end date of the voluntary placement.**
- On the Placements and Services page, Service tab enter the appropriate Service Category, Kinship Care.
- Enter the appropriate Service Type, Kinship Care Provider – CHIPS or Kinship Care Provider – Juvenile Justice.
- In the Placement Status field choose Kinship Care – Court Ordered.

How Do I Kinship Care (Voluntary and Court Ordered)

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer

☐ This is an Emergency Situation

☐ After Hours Placement

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby

Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☒ Yes ☐ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (Court-Ordered) (continued)

Step 4 of 7

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

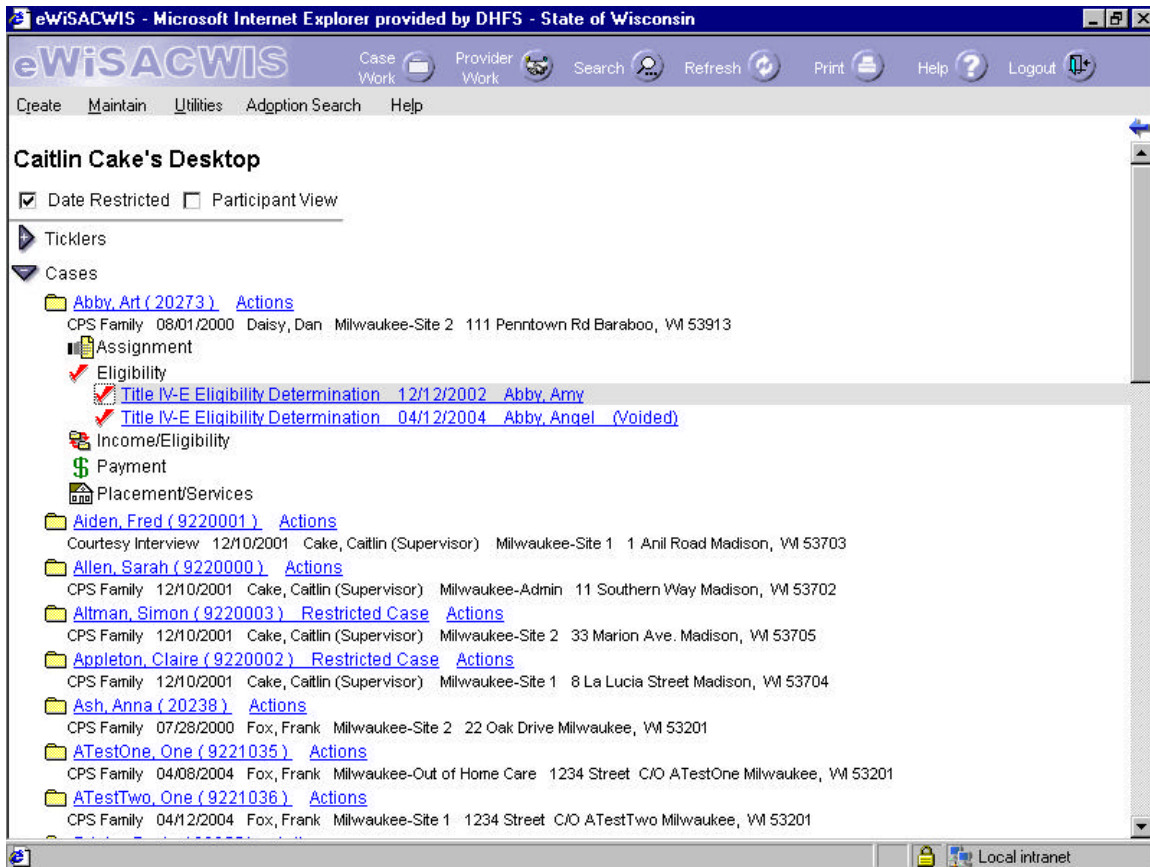
How Do I Kinship Care (Voluntary and Court Ordered)

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the eWiSACWIS logo and navigation links for Home, Spell Check, and Help. The main form is titled "Child" and contains fields for "Child: Jones, Timmy", "Case Name: Jennifer, Jones", and "Request Number:". Below this, there are two tabs: "Service" and "Provider". The "Provider" tab is selected, showing "Provider Information" and "Kinship Care" sections. The "Provider Information" section includes fields for "Name: Susan Smith", "ID: 11300002", "City: Milwaukee", "State: WI", "Zip: 53219", and "Country: United States". The "Kinship Care" section includes a "Relationship of Child to Kinship Provider" dropdown menu with the value "Aunt/Niece/Great Aunt/Great Uncle". There is also a "Payment Information" section with a "Parent Agency" dropdown menu set to "CHPS - Abuse and Neglect" and a "Target Pop" dropdown menu. A "Split Payment" button is located below the "Payment Information" section. At the bottom of the form, there are "Options:" and "Go" buttons, and "Save" and "Close" buttons.

Placements and Services Page>Provider Tab (Court-Ordered) Step 5 of 7

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other".
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and send it to your supervisor choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

How Do I Kinship Care (Voluntary and Court Ordered)



eWiSACWIS Desktop>Eligibility Icon (Court-Ordered)

Step 6 of 7

- From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the out of home placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.

How Do I Kinship Care (Voluntary and Court Ordered)

Eligibility - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check REC Help ?

Eligibility
Child Name: Abby, Amy Case Name: Abby, Art Title IV-E Removal Date: 12/12/2002

Basic Initial Determination Redeterminations

Referral Information
Referred by: Date Referral Received: 00/00/0000

Demographic Information
DOB: 09/12/1995 Age: 8 If Over 17, Expected Graduation Date: 00/00/0000 ☐ Child Receives SSI

Removal from Home Information
Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement
Petition Date: 12/12/2002 Court Order Date: 12/12/2002
VPA Date: 00/00/0000
Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other
Name: Abby, Alice Relationship to Child: Mother [Search](#)
☐ Did the child reside with any non-household member relatives during the six months prior to the petition?
Name of Relative: Relationship to Child: [Search](#)
☐ Was the child in receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?

Removal Home Address
Street: 111 Penntwon Rd. Apt:
WI City: Baraboo, 53913 City: Baraboo State: WI Zip: 53913
Country: United States Home Phone: (555)555-5555 Work Phone: (555)555-5555

Options: Refer to SEU Regional Manager [Go](#) [Save](#) [Close](#)

Done Local intranet

Eligibility Page>Basic Tab (Court-Ordered)

Step 7 of 7

- Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
- Indicate from whose home the child was removed.
- Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
- Indicate the Relationship(s) of the person(s) to the child.
- Indicate whether the child was in receipt of AFDC-MA as described.
- Complete the Removal Home Address information.
- Click Options>Deprivation>Go
- Complete the Deprivation pop-up page and click Continue.
- Click Options>IV-E Referral Form – CFS-2123T>Go
- Complete the CFS-2123T form and click Close and Return to eWiSACWIS.

How Do I Kinship Care (Voluntary and Court Ordered)

- Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
- Click close on the Eligibility page.

Ending a Placement in eWiSACWIS

Service Ending -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Service Ending

End Date: 04/12/2004

End Reason: Placement with Relative

Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☐ No ☐ N/A

Discharge Reason: Living With Other Relatives

☐ Override

Options: Approval Go

Save Close

Options: Placement Ending Go

Save Close

Done Local intranet

Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select: Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements”.
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.

How Do I Kinship Care (Voluntary and Court Ordered)

- Click Close on the Placements and Services page.